

**BLOCK HOUSE MUNICIPAL UTILITY DISTRICT  
MINUTES OF BOARD OF DIRECTORS' MEETING**

March 22, 2023

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Block House Municipal Utility District was held on March 22, 2023, at 2600 Block House Drive South, Leander, Texas. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act. A copy of the Certificate of Posting of the Notice is attached as **Exhibit "A"**.

The roll of the members of the Board of Directors was called, as follows:

Ursula Logan	-	President
David Shoemaker	-	Vice President
Robert Young	-	Secretary
Cecilia Roberts	-	Assistant Secretary
David Johnson	-	Treasurer

All of the Directors were present, except Director Roberts who arrived later, thus constituting a quorum. Also present at the meeting were: Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("MAC"); Lisa Torres of Crossroads Utility Services, LLC ("Crossroads"); Tom Davis of Lifeguard4Hire ("L4H"); Deputy Lovato of the Williamson County Sheriff's Office ("WCSO"); Tripp Hamby of Priority Landscapes ("Priority"); Sandy Martin of the BHC Owners Association ("OA"); Arin Gray of CD&P; Don Toohey, resident of the District; and Sean Abbott of Armbrust & Brown, PLLC ("A&B").

Director Logan called the meeting to order at 6:30 p.m. and welcomed those present. She announced that public comments were taken during designated portions of the meeting only and asked that anyone who wished to address the Board complete a Community Comment form. Following the Pledge of Allegiance to the U.S. flag, the Board and those present at the meeting observed a moment of silence or prayer. Director Logan noted that the meeting was being videotaped and requested that Board members and consultants limit "side discussions" as they diminished the quality of the recording.

Director Logan then stated that the Board would receive citizens' communications. Mr. Toohey addressed the Board and noted that there was a house in close proximity to where he lived that was not abiding by the neighborhood's restrictive covenants. He noted that there was significant trash left outside the house and that portions of the fence were dilapidated. He further noted that a portion of the sidewalk on Snelling Drive near his home needed to be repaired. Mr. Toohey emphasized that he really enjoyed living in the Block House community and that he would like for the community to preserve the image it had worked to achieve over the years.

Director Logan stated that the Board would next consider approving the minutes of the February 22, 2023 regular meeting. After discussion, upon motion by Director Shoemaker and second by Director Johnson, the Board voted 4-0 to approve the minutes.

Director Logan then recognized Ms. Martin for purposes of receiving a report from the OA. Ms. Martin stated that the OA had held its annual Kite Fest and, unfortunately, there was not enough wind to fly kites. She noted that the OA's "shred day" would occur soon and that the OA would be sponsoring its Eco Fair in April. She then reviewed the OA's finalized calendar of events in the neighborhood, attached as **Exhibit "B"**. After discussion, upon motion by Director Johnson and second by Director Young, the Board voted 4-0 to approve the calendar. Ms. Martin then noted that the OA would like to again partner with the District on the July 4<sup>th</sup> celebration and the "Back to School Bash."

Director Logan stated that the Board would next receive a report from WCSO and recognized Deputy Lovato. Deputy Lovato noted that Deputy Manuel Vega would be joining the WCSO patrol in the District. He then noted that an incident occurred where a dog had gotten loose and a domestic disturbance resulted. Deputy Lovato stated that one of the WCSO deputies had gotten questions from a resident as to why Jumano Park was being locked up at a particular time in the evening. Deputy Lovato then noted that the resident had identified himself as a Board member of the District. Deputy Lovato requested that all policy questions relating to WCSO's policing in the neighborhood be routed to him through the District's general manager. Director Young stated that it was his understanding that it was the District's policy that directors must identify themselves when interacting with a deputy. He noted that he was the director who had interacted with the deputy during the event in question and that he felt like the interaction was fairly friendly. Deputy Lovato stated that the deputy felt like Director Young had gotten curt during the exchange. Director Young stated that he did not feel like he had been curt and offered to further discuss the issue with Deputy Lovato. Director Logan then noted that the Community Gardens had lights and was open later than the rest of Jumano Park. She suggested that a new policy needed to be considered relating to what time the gate was locked in consideration of the Community Gardens and Ms. Torres agreed. Director Young also agreed. Upon question from Deputy Lovato, Director Logan stated that the Board needed to review and consider amending its policy relating to the towing of cars in Jumano Park after dusk.

Director Logan stated that the Board would next receive a report from the PR/Communications Subcommittee, attached as **Exhibit "C"**, and discuss the District's newsletter. Ms. Torres stated that she was working on the current newsletter and that Board members needed to provide her material by March 25<sup>th</sup> in order to make the publication deadline. She also noted that the newsletter would start profiling Board members in the future and that Director Young would be featured first.

Director Logan stated that the Board would next discuss transparency at Board meetings, including utilizing video conferencing or telephonic technology. Ms. Torres confirmed that she continued to work with AT&T relating to internet service to the Walker House. She stated that she was making progress and that she hoped to have AT&T fiber installed at the Walker House by the end of May.

Director Logan stated that the Board would next consider the proposal from CD&P for the resident survey attached as **Exhibit "D"**. Ms. Gray noted that she and her firm could assist as much or as little as the Board desired with the preparation of newsletters. She stated that her proposal was being presented on a "time and materials" basis and that the District would only be billed for services received. Directors Shoemaker and Johnson each confirmed that they would like flexibility in working with CD&P. Discussion ensued and the Board suggested that all work undertaken by CD&P be approved by the general manager in advance. After discussion, upon motion by Director Johnson and second by Director Young, the Board voted 4-0 to approve the proposal, subject to the addition of language confirming that the general manager of the District would approve all work prior to being rendered.

Director Roberts arrived at the meeting at 6:51 p.m.

Director Logan then stated that the Board would discuss restrictive covenants and recognized Ms. Torres. Ms. Torres noted that Community Association Management had expressed concern about certain provisions in the restrictive covenants in the District relating to the replacement of damaged trees in the District. Mr. Abbott recommended that, given the recent weather events, the Board consider placing a moratorium on the enforcement of timing provisions for the replacement of trees. Discussion ensued and Directors Shoemaker and Logan both noted that they had received restrictive covenant messages in the past relating to the replacement of trees. **The Board then directed the Restrictive Covenants Subcommittee to work with A&B to establish a temporary tree replacement policy and to ensure that Jack Baker was aware that the existing policy would not be enforced until a temporary policy was adopted.** Ms. Torres noted that litigation continued relating to 15361 English River Loop. Upon question from Director Logan, Director Shoemaker suggested that it would be beneficial for Jack Baker to attend a District meeting at some point in the near future, perhaps a community meeting to occur in either June or July.

Director Logan stated that the Board would next receive the bookkeeper's report and recognized Ms. Kolmodin. Ms. Kolmodin presented the check register, attached as **Exhibit "E"**, and the supplemental check register, attached as **Exhibit "F"**. Upon question from Director Shoemaker about an invoice relating to the Tumlinson Guard Shack repairs, Ms. Torres stated that the pipes in question had yet to be insulated, but that the work should occur soon. Ms. Kolmodin reviewed the two proposed fund transfers and recommended approval. Upon question from Director Johnson, Ms. Torres noted that Twin Electric required payment at the time of service and that the proposed check for payment would be held until the work was completed. Upon question from Director Roberts, Ms. Kolmodin confirmed that she had been tracking expenses relating to the winter storm and confirmed that the current amount of expenses attributable to the storm, through February 28<sup>th</sup>, was approximately \$126,000. Ms. Torres confirmed that there would be additional expenditures added to the total. After discussion, upon motion by Director Young and second by Director Johnson, the Board voted unanimously to approve payment of the bills and invoices and the fund transfers, as presented.

Director Logan stated that the Board would next receive a report from L4H and recognized Mr. Davis, who confirmed that L4H was currently in the process of hiring lifeguards. Upon question from Director Roberts, Ms. Torres and Mr. Davis confirmed that Apache Pool continued to operate on its typical schedule.

Director Logan then stated that the Board would receive a report from Priority and recognized Mr. Hamby. Mr. Hamby reviewed his report, attached as **Exhibit "G"**, with the Board and confirmed that Priority continued to undertake its typical maintenance around the District. He presented Proposal #2197 for tree removal in the Susan Lane area rights-of-way attached as **Exhibit "H"**. After discussion, upon motion by Director Johnson and second by Director Young, the Board voted unanimously to approve Proposal #2197. Mr. Hamby then presented Proposal #2198 for installation of sod at the north end of the Walker House attached as **Exhibit "I"**. After discussion, upon motion by Director Roberts and second by Director Young, the Board voted unanimously to approve Proposal #2198. Mr. Hamby then presented Proposal #2199 for the installation of sod at the south end of the Walker House attached as **Exhibit "J"**. After discussion, upon motion by Director Young and second by Director Johnson, the Board voted unanimously to approve Proposal #2199. Mr. Hamby then presented Proposal #2207 for Jumano Park tree data collection attached as **Exhibit "K"**. After discussion, the Board tabled further discussion on Proposal #2207. Mr. Hamby then presented Proposal #2208 to update the existing

tree survey for the District attached as **Exhibit “L”**. After discussion, upon motion by Director Roberts and second by Director Young, the Board voted unanimously to approve Proposal #2208.

Director Logan stated that the Board would next receive the report from the Amenities Subcommittee, attached as **Exhibit “M”**, and stated that the Board would discuss the upkeep on fences in Block House. Director Johnson stated that he had concerns about the current condition of certain fences in the neighborhood, including the perimeter fence around Block House Drive and the fencing along the entrance to the District off of old Highway 183 (the “*Entrance Fence*”). Director Logan stated that the Entrance Fence needed to be fixed or torn down. At the request of the Board, Mr. Abbott provided a brief overview of rules and regulations relating to the maintenance of boundary fences. Director Young questioned the value of the Entrance Fence. Director Johnson agreed and stated that he would like to understand the District’s options relating to the Entrance Fence. Mr. Torres stated that she had obtained estimates relating to the Entrance Fence and that it would cost approximately \$63,000 to repair the existing Entrance Fence and \$6,500 to remove the existing Entrance Fence. Director Roberts stated that she liked the aesthetic value of the Entrance Fence, but desired clarity on what exactly the District’s options were. **The Board then directed Mr. Abbott to determine the District’s options relating to repairing and/or removing the Entrance Fence.** Director Shoemaker stated the cost of replacing the Entrance Fence seemed steep and noted that he’d like to establish a schedule/priority list for making improvements to the internal perimeter fence.

Ms. Torres then presented the proposal from DigDug Construction, LLC for concrete repairs at Apache Pool (“*Estimate 112SH*”) attached as **Exhibit “N”**. Discussion ensued. After discussion, upon motion by Director Roberts and second by Director Young, the Board voted unanimously to approve Estimate 112SH. Ms. Torres then presented the proposal from DigDug Construction, LLC for work on the showers at Apache Pool (“*Estimate 113SH*”) attached as **Exhibit “O”**. Upon question from Director Roberts, Ms. Torres confirmed that the area would be properly sealed and, thus, mold concerns would be minimal. After discussion, upon motion by Director Johnson and second by Director Roberts, the Board voted unanimously to approve Estimate 113SH. Ms. Torres then reviewed the proposal from DigDug Construction, LLC for the installation of signage at Jumano Disc Golf Course (“*Estimate 114SH*”) attached as **Exhibit “P”**. After discussion, upon motion by Director Roberts and second by Director Johnson, the Board voted unanimously to approve Estimate 114SH. Ms. Torres then reviewed the proposal from DigDug Construction, LLC for the installation of an equipment gate at Apache Pool (“*Estimate 115SH*”) attached as **Exhibit “Q”**. She noted that the work described in the proposal would potentially assist the District with future ADA considerations at Apache Pool. Discussion ensued. The Board collectively agreed to table consideration of Estimate 115SH. Director Logan then stated that the City of Cedar Park Fire Department had expressed a preference for having more than one entrance to Apache Pool. Director Johnson added that L4H needed to test all pool lifts at least once every week. The Board then discussed the proposal from DigDug Construction, LLC for the installation of a new ADA entrance accessible from the parking lot at Apache Pool (“*Estimate 117SH*”) attached as **Exhibit “R”** and collectively agreed to table consideration of Estimate 117SH. Ms. Torres next reviewed the proposal from DigDug Construction, LLC for the installation of synthetic turf around the tree at Apache Pool (“*Estimate 116SH*”) attached as **Exhibit “S”**. Director Logan stated that Estimate 116SH addressed the area around one tree next to Apache Pool, but noted that there was a second tree in the vicinity with similar concerns. After discussion, upon motion by Director Johnson and second by Director Roberts, the Board voted unanimously to approve Estimate 116SH, in an increased amount not to exceed \$3,780.

Director Logan then stated that the Board would receive a report from Crossroads and recognized Ms. Torres. Ms. Torres reviewed the operations report attached as **Exhibit “T”**. She stated that all lab results were satisfactory and added that the water loss for the month of

December was 9.03%. She noted that Crossroads would continue to monitor water loss and consider hiring a leak detection company if the number did not improve. She added that she had no write-offs to present. Ms. Torres then reviewed the estimate from Blue Ribbon Cooling and Heating ("Estimate 36496385") for the mini split package at the ground storage tank attached as **Exhibit "U"**. After discussion, upon motion by Director Roberts and second by Director Johnson, the Board voted unanimously to approve Estimate 36496385.

Director Logan next stated that the Board would receive a report from the general manager and recognized Ms. Torres, who reviewed the general manager's report attached as **Exhibit "V"**. Ms. Torres noted that she had not received any recent requests for use of District facilities. Ms. Torres then reviewed the proposal from BGE, Inc. for the development of a web-based map solution, asset management data collection application, and asset management tracking tools attached as **Exhibit "W"**. Director Young expressed a favorable opinion of the data management system, noting that it would allow the District to have access to an expansive and immediate set of information relating to operation and maintenance of District facilities. Director Roberts stated that she did not feel like the system was necessary. Director Shoemaker noted that, while he had concerns relating to the cost of the system, he did think it would bring considerable value to the District. Ms. Torres confirmed that there were available funds in the existing budget to pay for the system. Director Logan stated that the system was an important step in modernizing the operation of the District, noting that it would save the District time and money in the future. After discussion, upon motion by Director Shoemaker and second by Director Young, the Board voted 4-1 to approve the proposal, with Director Roberts voting "no."

Director Logan then reviewed District policies relating to contacting the general manager. She noted that it had been generally requested that residents email the general manager as opposed to calling, as emails tended to be more efficient. She then suggested that it would be beneficial for Board members and consultants to do the same, given the busy schedule of both Ms. Torres and Ms. Earls. Upon question from Director Young, Ms. Torres confirmed that setting an appointment or meeting time to discuss a matter would be preferable to an impromptu telephone call. Director Logan then repeated that it would be beneficial and more efficient for the management of the District for Directors to refrain from calling Ms. Torres and Ms. Earls. Director Roberts stated that Board members should always be able to call regarding District matters and to discuss District business, as necessary. Director Logan responded by stating that the proposed policy was intended to increase the efficiency of the District's general management team. Director Roberts stated that she did not feel very good about the current District general manager. Director Shoemaker stated that the District general management staff needed to be empowered to undertake their work.

Director Logan then stated that the Board would discuss the District's Storm Water Management Program (SWMP) under TPDES General Permit TXR040000 and recognized Mr. Abbott who reviewed the MS4 Phase II Annual Report Permit Year 4: 2022, attached as **Exhibit "X"**. After discussion, upon motion by Director Shoemaker and second by Director Johnson, the Board voted unanimously to approve the MS4 Phase II Annual Report Permit Year 4: 2022. Mr. Abbott then reviewed the proposal from Crossroads for the clean out at the inlets and outfalls found with deficiencies during the Dry Weather Screening Inspections Permit Year 4 performed in 2022 by Quiddity, attached as **Exhibit "Y"**. After discussion, upon motion by Director Johnson and second by Director Shoemaker, the Board voted unanimously to approve the proposal.

Director Logan stated that the Board would next receive a report from the Services Subcommittee, including the issues relating to District rekeying. Ms. Torres noted that she was still evaluating issues related to a District-wide rekeying and confirmed that she would report back

to the Board at the next regular Board meeting. She also noted that she continued to work with Trinity AV Solutions related to the District's access and control upgrades.

Director Logan then recognized Mr. Abbott for purposes of receiving the attorney's report. Mr. Abbott reviewed the attorney directives, noting that all directives were either complete or in process.

Director Logan stated that the Board would next discuss the Jumano gate. She noted that the Amenities Subcommittee continued to review the District's park rules and that she hoped to share their findings with the full Board at the regular April Board meeting. She then stated that the Board needed to consider creative solutions relating to the Jumano gate, noting that the Community Gardens were lit after dusk. Ms. Torres noted that installing a combination lock for access to the Community Gardens may be the best approach. Upon question from Deputy Lovato, Ms. Torres confirmed that the second gate in Jumano Park should continue to be locked.

Director Logan then stated that the Board would consider the Amended and Restated General Management Services Agreement. She noted that Ms. Torres was currently providing general management services to several districts and stated that she thought it would benefit the District if Ms. Torres uniquely dedicated her service to Block House. She then stated that it would be beneficial for Andrew Hunt from Crossroads to attend the Board's regular April meeting.

Director Logan then stated that the Board would discuss guidelines for attaching emails to meeting minutes. Mr. Abbott noted that, in his experience, it was not a common practice to include copies of emails as exhibits to the minutes of monthly meetings. Director Shoemaker stated that it would be beneficial for Directors to receive a summary of emails received from residents. Director Roberts agreed that a summary would be appropriate. Director Johnson noted that, depending on the level of specificity contained in individual emails, it may be desirable for Board members to receive certain messages. Director Young stated that it seemed the consensus was that constituent emails did not need to be included in minutes, but that such messages would be circulated to the Directors. **The Board then directed Mr. Abbott to research the policies of other local governments, including cities, on publishing or otherwise making constituent emails available to elected officials.**

Director Logan stated that the Board would next discuss meeting structure, including business meetings versus policy meetings. Director Logan stated that meetings should not be longer than two hours as productivity waned as meetings lengthened. She then suggested that regular meetings be considered business meetings and occasionally more focused policy meetings could be conducted. She summarized by stating that the goal was to conduct more efficient meetings.

Director Logan then stated that the Board would discuss Town Hall meetings and the 2023 schedule. She stated that residents were eager to learn more about the District and suggested it might be beneficial to have "town hall style" meetings twice a year to allow for resident interaction with District consultants. She then suggested that it might be beneficial for the District to hold a town hall meeting during the Summer of 2023.

Director Logan stated that the Board would next discuss citizen communications procedures and recognized Director Johnson who reviewed a proposed procedure, attached as **Exhibit "Z"**, which he suggested could be trialed in April and May. He noted that the proposed procedure would allow residents to speak either at the beginning of the meeting, during citizens' communication, or when an item was actually considered by the Board. After discussion, upon

motion by Director Shoemaker and second by Director Johnson, the Board voted unanimously to adopt the proposed procedure for the months of April and May.

Director Logan then noted that CapMetro had contacted the District to solicit input on future projects in the vicinity of the District, which they were currently undertaking survey efforts to support. Director Roberts suggested that an ad hoc subcommittee be appointed to meet with CapMetro representatives and report back to the Board. After discussion, the Board appointed Directors Shoemaker and Johnson to serve on the Ad Hoc CapMetro Subcommittee. Director Roberts then volunteered to serve as an alternate to the Subcommittee.

Director Logan then stated that the Board would discuss the District's Social Media Policy, attached as **Exhibit "AA"**. Mr. Abbott reviewed the revised draft of the Social Media Policy, which was inclusive of all changes and revisions he had received from Directors. Discussion ensued. After discussion, the Board agreed to table consideration of the Social Media Policy until the next regular meeting.

Director Logan stated that the Board would next review meeting notes and the Board reviewed decision items discussed during the meeting.

Director Logan then stated that the Board would next discuss the Board's future meeting schedule and agenda items. Mr. Abbott confirmed that the Board's next regular meeting was scheduled for April 26, 2023.

There being no further items to come before the Board, upon motion by Director Shoemaker and second by Director Roberts, the Board voted unanimously to adjourn the meeting.

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[SIGNATURE PAGE TO MARCH 22, 2023 MINUTES]

  
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Robert Young, Secretary  
Board of Directors

Date: 4-26-23